Monday	Tuesday	Wednesday	Thursday	Friday
9/18/17	**9/19/17**	**9/20/17**	**9/21/17**	**9/22/17**
WI_BN_OPEN_EVENTS • *Process all events you can* • *Process SHR Events (9/16-10/1)* • *Contact employees who have open HIR events about to expire*	*WI_BN_OPEN_EVENTS* • *Process all events you can* • *Process SHR Events (9/16-10/1)*	*WI_BN_OPEN_EVENTS* • *Process all events you can* • *Process SHR Events (10/2-11/1)*	*WI_BN_OPEN_EVENTS* • *Process all events you can* • *Process SHR Events (10/2-11/1)*	*WI_BN_OPEN_EVENTS* • *Process all events you can* • *Process SHR Events (10/2-11/1)* • *All AGE events through 12-31-17 should be processed* **OE Training (8:30 AM – 11:30 AM)**
9/25/17	**9/26/17**	**9/27/17**	**9/28/17**	**9/29/17**
WI_BN_OPEN_EVENTS • *Process all events you can* • *Process SHR Events (11/2-11/20)* • *Contact employees with an open HIR event to submit elections* **OE Training (1 – 4 PM: Webinar Option)** **Tentative Date ETF's IYC website launch**	*WI_BN_OPEN_EVENTS* • *Process all events you can* • *Process SHR Events (11/2-11/20)*	*WI_BN_OPEN_EVENTS* • *Process all events you can* • *Process SHR Events (11/2-11/20)* **OE Training (DHS Only)** **Move affected employees to Quartz and Network (after 5pm)**	*WI_BN_OPEN_EVENTS* • *Process all events you can* • *Process SHR Events (11/2-11/20)* • *Ensure all paper apps that you have are entered* • *Contact employees with an open HIR event to submit elections* **It's Your Choice Kick Off Meeting** **Agency Resources Available**	*WI_BN_OPEN_EVENTS* • *Process all events you can* • *Finalize all open TER, RET and TRA events* • *Process SHR Events (11/2-11/20)* • *Process any outstanding AGE events through 12-31-17.* **All users locked out of HCM after business hours to make the OE events**